

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job title: Director of Professional Learning **Department:** Instruction (Professional Development)

Date: May 2016 **Reports to:** Chief Academic Officer

Grade: 505

Purpose of Job

The purpose of this position is to develop, produce, locate, and/or deliver classified and certified professional development (PD) programs, providing high quality training opportunities for all District employees (classified, certified and administrative), which are consistent with and supportive of the Clarksville-Montgomery County School System's vision and mission.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises PD functions related to the design, development, delivery and monitoring of research-based, technically sound, and operationally feasible certified, classified, and administrative professional development programs such as curriculum, leadership development, technology upgrades/ expansion, and site-based training.

Supervises the Professional Development Facilitator.

Develops and implements assigned portions of both the district's and the HR department's strategic work plan and yearly goal setting, ensuring appropriate follow up, monitoring, and adjustments at appropriate intervals throughout the year.

Confers with senior leadership, supervisors, and principals to identify personnel training and professional development needs, planning, and strategies.

Develops and manages annual professional development budgets and provides input to departmental or federal programs budgets regarding PD activities.

Oversees the operations of the district's Professional Development Center, which consists of the Teachers' Center, Resource Library and Professional Learning

Activities Network (PLAN), ensuring sound fiscal management of resources in support of staff needs.

Oversees PLAN implementation, ensuring the PD management system allows for ease of registration, course tracking and official transcripts, professional development feedback, demographics and trends.

Serves as a resource for department directors and principals regarding the design, development, and/or delivery of PD activities within the district.

Provides PD activities related to new programs, materials, identified needs, technology changes, etc. in support of improved student achievement.

Provides leadership development activities for managers, supervisors, administrators, and other staff in support of building leadership capacity.

Provides skill-building PD activities for both certified and classified staff based on identified needs, as requested by department directors or designees.

Thoroughly investigates proposed PD programs, projects or procedures before making appropriate implementation proposals, ensuring necessary information is obtained prior to making related recommendations.

Evaluates PD activities to enhance effectiveness and efficiency of services.

Insures necessary interaction with department directors/section coordinators, most notably the Chief Academic Officer, Curriculum & Instruction, Technology Integration, and Building Principals, to ensure PD needs are being identified and met.

Keeps abreast of innovative professional development techniques to provide the district with the highest quality professional development activities.

Maintains knowledge of and compliance with regulatory/legal requirements and policies related to PD and in-service requirements, assisting staff in the interpretation and implementation of applicable requirements.

Plans work assignment, timelines, acquisition, and use of material resources to support district-wide professional development activities.

Systematically collects, evaluates and manages data required to support the decision making related to PD activities.

Prepares/delivers timely and accurate reports, related to the district's PD activities and makes recommendations regarding district PD needs based on reported findings. Assists the Chief Human Resource Officer and Director of Human Resources in the management and delivery of a variety of HR functions such as operational policies

and procedures, process management/workflow, employee training and development, communications, and interdepartmental coordination regarding HR initiatives, etc.

Conducts personal and professional interactions tactfully, ethically, and professionally, through respectful interaction with senior leadership, supervisors, co-workers, and staff.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors Degree required, Masters preferred. Management and supervisory experience required, administrative experience in school setting preferred. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel-related functions preferred.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY; **Requires** the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to section operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

KNOWLEDGE OF JOB

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, supervising, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign, supervise, and review work of employees.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date